CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW0637
Classification Specification: FIELD SUPERVISOR
Salary Range: TM 34
Position Description: Field Supervisor – Facilities/Video
Incumbent:
Location: Public Works/Operations – Utilities
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GENERAL PURPOSE:

Under the direction of the Utilities Superintendent, incumbent plans, organizes and supervises the daily activities and operations of the Public Works Operations Utilities Pump Station/Video Division, plans weekly schedules and evaluates personnel.

Work is characterized by supervisory, technical and skilled maintenance tasks such as: schedule, assign, supervise, conduct performance evaluations and approve/schedule employee leave time of assigned crews; analyze and resolve pump station/video system problems; inspect pump station/video system facilities; complete daily paperwork; review plans for upcoming work; requisition materials; coordinate and set-up projects; investigate complaints; and attend pre-construction meetings.

Work is performed under limited supervision. The Superintendent sets the overall objectives and resources available. Incumbent and Superintendent work together to develop the deadlines, projects and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and uses independent judgment. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include assisting in interviews; making recommendations to hire; training employees; planning, assisting, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; and approving/scheduling sick leave and vacation time.

Analyze and resolve pump station/video system problems and deficiencies; schedule annual cleaning of pump station/video system throughout the City; plan preventive maintenance; inspect pump station/video system facilities; and prepare prioritized repair lists for long-range Capital Replacement Plan.

Complete paperwork consisting of work orders, time sheets, weekly and monthly activity reports, and section budget.

Review plans for upcoming projects on pump station/video related portion of new constructions or repairs.

Requisition materials, equipment and supplies.

Correspond with Utilities Maintenance Superintendent to coordinate work schedules to assure jobs and projects are completed in accordance with established time lines.

Attend pre-construction meetings and walk-throughs after job completion.

Review time and material reports and maintain work records.

Investigate and resolve complaints related to City pump station/video systems.

Interact with State and County personnel regarding projects, coordinate jobs, and process paperwork as needed.

Investigate any on the job injury accidents/incidents; provide appropriate paperwork to Employee Services Department, Risk Management division.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Fill-in for Superintendent when necessary.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- City sanitary sewer/pump station/video systems
- Modern sanitary sewer/pump station/video system maintenance practices
- City video inspection system
- General mathematics, standard algebra formulas and percentage calculation conversions for operating and maintaining the sewer/pump station/video system correctly and efficiently
- Interpersonal skills using tact, patience and courtesy

- Principles and practices of supervision and training
- Methods, tools, equipment and materials used in the maintenance and operation of the sewer/pump station/video system
- Safety requirements and specifications of various types of vehicles and equipment
- Applicable laws, codes, regulations, policies and procedures
- City organization, operations, policies and procedures
- Statistical record keeping techniques
- Time management skills
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Personal computers and its basic use

SKILLED IN:

- Performing maintenance tasks related to sewer/storm pump station system
- Operating equipment used in sewer/storm pump station system and video equipment maintenance and repairs
- Effectively communicating, both orally and in writing

ABILITY TO:

- Monitor maintenance activities to assure efficient, safe and effective working condition of Utilities Pump Station/Video Division
- Determine sewer/storm pump station system deficiencies
- Plan and organize work
- Gauge progress and make adjustments to meet deadlines
- Assign and coordinate workload to employees based on their skills and abilities
- Use interpersonal skills effectively in a tactful, patient and courteous manner
- Maintain accurate operating logs and records
- Operate a personal computer and related software
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Perform arithmetic, algebraic and geometric mathematical procedures
- Train, supervise and evaluate personnel
- Analyze situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE REQUIRED:

Education: High School diploma, or equivalent, supplemented by two (2) years of post

high school training or trade school in the operation, maintenance, and repair

of pump station/video systems.

Experience: Five (5) years experience in the operation, maintenance, and repair of pump

station/video systems. At least one (1) of the five (5) years must include

experience in a supervisory capacity.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would

demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License
- Commercial Driver's License (CDL) Class A with endorsement N
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Must successfully pass the City's pre-employment substance abuse screening
- Valid Traffic Control Flagging Card and First Aid/CPR Card
- State of Washington certification as a Wastewater Collection Specialist I
- Successfully complete the Confined Space Training as required by WAC 296-62-14511

MACHINES, TOOLS AND EQUIPMENT USED:

Motorized vehicles including, but not limited to, backhoes, jet rodders, vacuum trucks, mechanical rodders, front end loaders, 5 to 15 yard dump trucks, tap machines, video truck, heavy trucks, tractors and other heavy equipment. Required to operate and maintain assigned City vehicle, and to travel from site to site several times each day.

Standard and specialized hand and power machines, tools and equipment used in utilities maintenance include, but are not limited to, pruners, shovels, rakes, brooms, backpack blowers, hammers, viber plates, scrapers, cement mixers, chippers, power sweepers, power chain and hand saws, drills, jackhammers, ditchwitches, level, and variety of specialized and small power and hand tools.

Other equipment include hard hats, safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, rubber boots, and other protective clothing.

May use typical business office machinery and equipment including, but not limited to, personal computer, telephone, facsimile, copier, calculator and typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

Incumbent works indoors in an office environment to complete paperwork and other related tasks and in an outdoors environment while operating equipment and supervising and reviewing crews as they work. Exposed to unfavorable weather conditions while working outdoors. Work is performed in vaults, excavations, confined spaces and hazardous atmospheres.

Incumbent is subject to call out after normal work hours for emergency work; may also be required to be on standby duty after hours and on weekends. Will be scheduled to work shifts, nights, weekends and holidays as needed. Will also frequently work alone during a work shift or after hours.

The noise level in the office environment is usually moderately quiet and in the outdoors environment is usually loud to very loud. Incumbent may be exposed to individuals who are disgruntled, irate, or hostile.

SIGNATU	RES:			
Incumbent's Signature		Date	Supervisor's Signature	Date
Departmen	nt Director/Designee	Date	Employee Services Director/Des	signee Date
**Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, the duties of this position are changed significantly.			

Revised 09/21/01